

CITY OF LONG BEACH, CA



DIRECTOR OF
FINANCIAL MANAGEMENT

THE COMMUNITY

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California (population 487,000) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern

California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, the annual Toyota Grand Prix of Long Beach plus a wide variety of other attractions serve to draw over four million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College.

While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. As the fifth largest city in California, Long Beach has been referred to as the "most diverse city" in the country by *USA Today*. Priding itself on the depth of its integrated ethnic diversity, the City is home to the largest Cambodian population outside of Cambodia. The majority of residents are widely represented by Hispanic, Caucasian, African American and Asian populations.

The Port of Long Beach combined with the adjacent Port of Los Angeles is the busiest on the West Coast; the volume of cargo tonnage handled make the combined port the nation's largest container facility and the second busiest in the world.



The City also has its own full-service commercial airport which has become a favored travel-friendly alternative to other Southern California airports by offering preferred flight schedules, carriers, and overall accessibility. In addition, Los Angeles' rail transit system, the Metro Blue Line, has numerous stops within the City and throughout the region.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, the City consists of more than 163,000 households. Thirty-two percent of the population is under the age of 20. The median family income is slightly under \$40,000, however, nearly 25 percent of families earn more than \$75,000 per year.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. Mayor Beverly O'Neill is Long Beach's only three-term citywide elected mayor. In November 2002, she was re-elected to an unprecedented third term as a write-in candidate. The City Attorney, City Auditor, and City Prosecutor are also elected positions. The municipality is supported by a total budget of approximately \$1.8 billion, and a FY04-05 General Fund

budget of \$373 million.

Approximately 6,000 employees comprise the City's workforce with most represented by nine bargaining units.

In addition to all traditional municipal services, the organization also includes the enterprise operations of the Airport and the Port, as well as its own Health and Human Services, Water, Gas and Oil Properties Departments. The City Council is assisted by various commissions. Commissioners are nominated by the Mayor and approved by the City Council. The Civil Service Commission, Board of Water Commissioners, and Board of Harbor Commissioners oversee operations of their respective areas.

Not unlike other municipalities, Long Beach is facing serious fiscal challenges. In 2002, the City forecast a \$102 million General Fund deficit. Working closely with the City Council and the community, Long Beach has developed and implemented an aggressive plan to address this issue. A Three-Year Financial Strategic Plan, adopted by the City Council in 2003, set the framework for eliminating the structural deficit. During its first year of implementation, the Plan has been successful in reducing the deficit by \$41 million. The remaining \$61 million of the deficit will be eliminated through a carefully designed balance of cost reductions and revenue enhancements during the next two years.

DEPARTMENT GOALS

- Ensure safety and security of the City's assets
- Provide financial resources necessary to support the goals and operations of City departments
- Develop sound financial strategies for business decisions
- Actively support the local business economy



DEPARTMENT OF FINANCIAL MANAGEMENT

The Department of Financial Management administers the financial affairs of the City of Long Beach. The Department manages the City's revenues, expenditures, investments, purchasing, accounting, budgeting and debt. To that end, the Department provides the City's departments and residents with dependable and efficient quality services in billing and collections for utility and other Long Beach services, taxation, cash management and other fiscal functions. Financial Management serves the City Manager, City Council, City departments, active/retired employees, suppliers of goods and services, bond holders, grant agencies, assessment districts and the general public.

The Department is organized into four bureaus:

As part of the **Accounting & Budgeting Bureau**, the **Accounting Section** controls, reviews and administers the City's accounting system and financial functions. The general accounts payable and payroll functions are also part of Accounting. Additionally, the Bureau provides other departments with general, grant and capital project accounting services, along with assisting with City financings, annual budget and special projects. The **Budget Section** coordinates the preparation of the City's annual budget (October 1-September 30 fiscal year) and monitors and

analyzes the overall budget throughout the fiscal year. This section is also responsible for reviewing the fiscal impact of all recommendations to the City Council, budget adjustments and personnel requisitions.

The **Treasury Bureau** invests the City's and related agencies' idle funds, serves as the principal liaison with the City's commercial bank, structures bond and lease transactions, develops general strategies for the management of debt, administers the cash management program and manages the City's Deferred Compensation (457) Program.

The **Administrative Services Bureau** provides administrative services to the Department and facilitates purchasing activities for all City departments. The Bureau prepares and manages the Department's budget, provides legislative analysis on fiscal matters, manages personnel issues, assists City Council committees, supports labor negotiations, and conducts miscellaneous special projects.

The **Commercial Services Bureau** oversees utility bills, business licenses, parking citations, preferential parking permits, ambulance billing, garage sales, alarm permits, billing and collection services and the marina slip recurring credit card program.

IDEAL CANDIDATE

The ideal candidate will have a strong appreciation for the important role the Department plays in providing critical administrative and financial infrastructure support for the entire organization. The new Director will be a seasoned public finance professional with significant management experience in a medium to large size public agency. He/she will be well balanced in all areas of municipal finance and

possess a history of leading a department or division in an anticipatory and responsive manner. Extensive experience overseeing budgetary processes and budget management is required.

A Bachelor's degree in accounting, business or public administration, or closely related discipline is required and a Master's degree is highly desirable.

MANAGEMENT & LEADERSHIP ATTRIBUTES

In addition to the above requirements, Long Beach is desirous of attracting professionals who possess the following characteristics and competencies:

- Exceptional fiscal competency
- Extraordinary management and administrative abilities
- Capable of working independently with little direction and/or guidance
- Welcomes significant challenges and the opportunity to manage a substantial portfolio of responsibilities
- Exhibits a commitment to customers via responsiveness to City Managers, City Councils, Department Directors and the public
- Exercises exceptional judgment
- Sound strategic thinker
- Quickly engenders trust and credibility





- Effective manager of people
- Resourceful and innovative
- Supports professional growth and problem solving at all levels of the organization
- Contributes creatively to complex issues
- Global thinker who can easily think outside his/her discipline
- Practices uncompromising integrity and ethics
- Possesses reputation for being highly accountable and credible

COMPENSATION & BENEFITS

The salary range for this position is \$118,282 - \$177,423. In addition, the City's generous benefits package includes:

- **Vacation** – Twelve days after one year of service; 15 days after four years, six months; 20 days after 19 years, 6 months of service.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.

- **Executive Leave** – Five days per year.
- **Bereavement Leave** – Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed.
- **Health Insurance** – Several plans are available: One HMO, two indemnity plan options and a point-of-service (POS) plan. The City pays part of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
In-Hospital Indemnity – City-paid in-hospital indemnity plan for in-patient hospital stay.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Retirement** – Benefits provided through CalPERS (2.7% retirement formula), coordinated with Social Security.
- **Deferred Compensation** – Available through three plan providers.
- **Auto Allowance** – \$450 per month.

APPLICATION & RECRUITMENT SCHEDULE

The final filing date for this recruitment is **Friday, December 3, 2004**. To be considered for this rare opportunity, please submit a cover

letter, a resume that reflects size (staff, budget) and scope of current/most recent organization and responsibilities, list of six professional references, and current salary information. For additional information regarding this opportunity, contact:



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Following the final filing deadline, candidates with the most relevant qualifications will be granted interviews by the consultants in December. Those individuals determined to be best suited for the position will be interviewed by the City in January with an appointment anticipated shortly thereafter, upon the completion of thorough reference and background checks.

The City of Long Beach is an Affirmative Action/Equal Opportunity Employer and values diversity at all levels of the organization.

